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5 November 1957

MEMORANDUM FOR: Director of Logistics

SUBJECT: Linotype Machine for the Technical Services Staff

REFERENCES: (a) Memo dtd 18 Oct 57 to DD/S fr COP/DOF, subj.: "TSS Request for a Linotype Machine."
(b) Memo dtd 21 Oct 57 to DD/S fr A-D/Log, subj.: "Comments on Staff Study dtd 18 Oct 57 by Acting Chief of Operations, DOF, subj.: "TSS Request for Linotype Machine."

1. I have today made a physical inspection of the activity in the Technical Services Staff which proposes to use the linotype machine requested in reference (a) and reviewed the actual work now being done by hand which this machine will do in part. As a result of this inspection I am satisfied that a linotype machine will improve the work of this Staff both in quality and timeliness. Inasmuch as TSS can reduce its personnel strength by two positions when it gets the machine, this purchase appears to be economically advantageous. I am also convinced that considerations of security and efficiency make it almost essential that the imitative printing be done in the TSS plant.

2. In view of the full workload which linotype machines now in the Printing Services Division, Office of Logistics, are carrying, the transfer of one of these machines to the Technical Services Staff does not appear to be desirable. Messrs. [REDACTED] and [REDACTED] of TSS assure me of their willingness to work closely with the Printing Services Division in order to avoid if possible (and, if not, to minimize) any duplication of equipment necessary to print in foreign languages.

3. I have, therefore, concluded that:

a. We should obtain a linotype machine for the Technical Services Staff in accordance with their request in reference (a). The Director of Logistics is requested to accomplish the necessary clearances with the Joint Committee on Printing.

b. The Director of Logistics and the Chief, Technical Services Staff should reduce to writing a standard operating procedure which will insure that all of our linotype machines are used with maximum efficiency and that duplication of ancillary equipment is kept to an essential minimum.

DD/S:LKW:laq

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Administrative

Legislative Liaison

/s/
L. R. White
Deputy Director
(Signature)

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